



*Cobb County...Expect the Best!*

## COBB COUNTY GOVERNMENT

Human Resources Department  
 Employment Center, 100 Cherokee Street,  
 Second Floor  
 Marietta, GA 30090-7006  
<http://www.cobbcounty.org/hr>

# RECREATION LEADER

<b>Job Title</b>	RECREATION LEADER
<b>Working Title</b>	RECREATION LEADER
<b>Position Information</b>	This part time position is located at Ward Recreation Center. The hours for this position are varied – nights and weekends are required.
<b>Salary</b>	\$8.32 per hour
<b>Grade Code</b>	2P
<b>Position Number</b>	8111001
<b>Essential Duties</b>	<p>Meets and greets the general public in person and over the telephone.</p> <p>Performs general office duties.</p> <p>Performs basic maintenance duties.</p> <p>Assists with special events and camp programs.</p> <p>Prepares deposits, utilizes online registration system, and prepares attendance and registration reports, memos and correspondence.</p> <p>Frequently monitors and interacts with children to maintain a safe and healthy environment.</p> <p>Performs other work related duties as assigned.</p>
<b>FLSA Status</b>	Non-Exempt
<b>Hours worked per week (include over time)</b>	up to 29 hours
<b>Department Code</b>	105
<b>Department Name</b>	Parks, Rec, & Cultural Affairs
<b>Unit Code</b>	3102
<b>Unit Name</b>	WARD REC CENTER
<b>Position Type</b>	Part-Time
<b>Job Category</b>	Parks and Recreation
<b>Internal or External</b>	External-Open to Public
<b>Minimum Qualifications</b>	<p>High School Diploma or GED.</p> <p>Good communication skills and ability to work with the public.</p> <p>Experience in an office environment.</p> <p>Experience working with Microsoft Office programs.</p> <p>Experience working with children</p> <p>Ability to work a varied schedule- nights and weekends required.</p>
<b>Physical Requirements</b>	Light lifting and moving required for assisting with event set-up/take down and cleaning the facility.
<b>Posting Number</b>	00386 (TR)
<b>Posting Date</b>	10/13/2016
<b>Closing Date</b>	10/27/2016
<b>Open Until Filled</b>	No
<b>EEO Statement</b>	Cobb County is an equal opportunity employer.

	Cobb County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
<b>Employment Notice</b>	<p>Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact us if you require accommodation to apply for a position. If you need assistance, please contact us at 770-528-2541</p> <p>Cobb County Government is a smoke-free environment for all employees.</p> <p>Cobb County Government is a Drug-Free Workplace. All employees are subject to reasonable suspicion and post-accident testing.</p>
<b>Quicklink for Posting</b>	<a href="http://cobbcounty.peopleadmin.com/postings/15577">http://cobbcounty.peopleadmin.com/postings/15577</a>